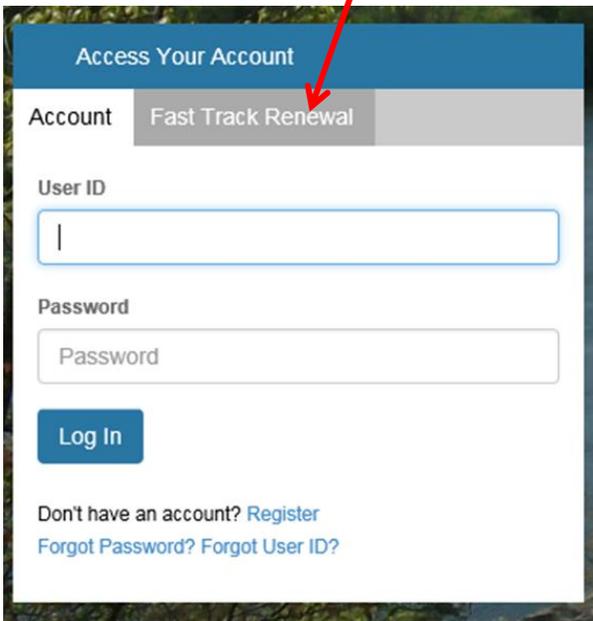


## Follow these steps to renew your CCH license online using Fast Track

- Fast Track Renewal allows access to the online renewal function only and applies to current renewal. You will receive a new PIN# for each renewal via email
- We recommend use of a desktop or laptop computer to complete the renewal process as webpages may not display properly on a tablet or mobile device.
- <https://www.elicense.ct.gov/login.aspx>

### 1) Click on the gray Fast Track Renewal tab



Access Your Account

Account Fast Track Renewal

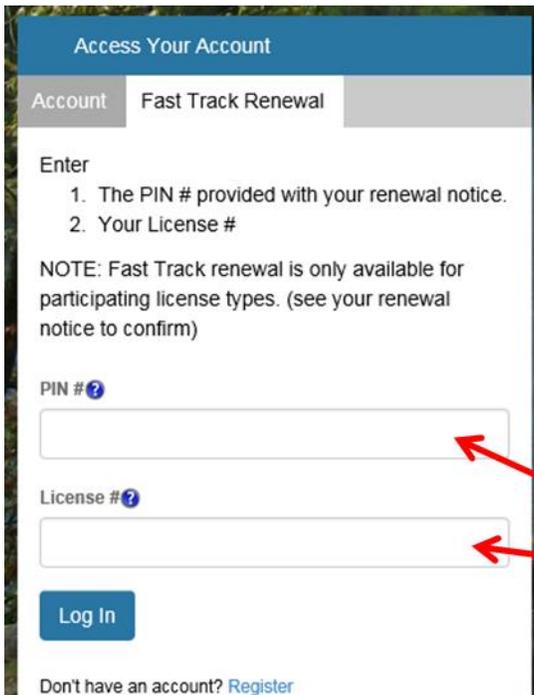
User ID

Password

Log In

Don't have an account? [Register](#)  
[Forgot Password?](#) [Forgot User ID?](#)

### 2) Enter the PIN# and the numeric portion of your license number. This can be found in your renewal letter.



Access Your Account

Account Fast Track Renewal

Enter

1. The PIN # provided with your renewal notice.
2. Your License #

NOTE: Fast Track renewal is only available for participating license types. (see your renewal notice to confirm)

PIN # ?

License # ?

Log In

Don't have an account? [Register](#)

CINDYLU WHO  
595 LOO LANE  
TORRINGTON, CT 06790

April 13, 2018  
License: DSCH.08701  
Expiration: 04/30/2019

Dear Licensee of a Community Companion Home

The Department of Developmental Services (DDS) is pleased to provide this on-line registration renewal notice for the Community Companion Home license. According to section 17a-227-26 of the General Statutes of Connecticut, "At least 45 days prior to the expiration date of a license the department will notify the licensee to initiate renewal of a license if the licensee wishes to continue to conduct or maintain a residence".

We prefer all license holders take advantage of the online renewal system. If you are unable to utilize the online renewal system, then contact the DDS staff for an alternate process.

#### On-Line Renewal Steps

DDS now provides online renewal using the Fast Track Renewal, a simplified method for the licensees to sign complete their online renewal. The Fast Track Renewal requires that you use a PIN rather than your password and applies only to the current renewal and protects other information and functions. You will get a new PIN for each renewal.

1. First, proceed to the eLicense website: <https://www.elicense.ct.gov/>
2. Select the **FAST TRACK RENEWAL** tab under the Access Your Account section:
3. Enter: PIN #: 47887049
4. Enter License #: 8701
5. Select Log In
6. From the ONLINE SERVICES menu select: Renewal
7. Select START begin the renewal process

If you do not receive an acknowledgement email that either states the renewal was completed or not accepted

### 3) Once you are logged in, click Online Services and then "Renewal" under "Activities"

Welcome, CINDYLU WHO Logout \$0.00 Checkout

ct.gov | STATE OF CONNECTICUT HOME ONLINE SERVICES ▾

**Activities**  
[Initial Application](#)  
**Renewal**

**License Lookup & Download**  
[Lookup a License](#)  
[Generate Roster\(s\)](#)

**ONLINE RENEWAL:** To renew your license, permit or registration online, select **RENEWAL** under **"Online Services."**

See links below for step-by-step renewal instructions:  
[User Id and Password Instructions](#)  
[Fast Track Renewal Instructions](#)

**APPLICATION FOR A NEW LICENSE, PERMIT OR REGISTRATION:** Online applications are for new applicants ONLY. If you are seeking to reinstate or renew, please contact the appropriate agency below for further information.

To apply for a new license, permit or registration online, please follow the instructions below:  
1. From **"Online Services"**, select **"INITIAL APPLICATION"** under **"Activities"** to begin.  
2. Select the appropriate application and follow instructions. Please note, not all application types are available to be completed online.  
Note: All applications must be reviewed and approved by the appropriate agency.

**QUESTIONS:** For all inquiries, please email the appropriate agency listed below.

**More Online Services**

**Activities**  
[Initial Application](#)  
**Renewal**

**License Lookup & Download**  
[Lookup a License](#)  
[Generate Roster\(s\)](#)

### 4) You will see the below screen - click "Start"

Renew a License

Please select which license you wish to renew from the following list.

**Renewal**

Completed	License	Note
<a href="#">Start</a>	DSCH.08701	

5) You will be brought to the welcome page for Community Companion Home (CCH) Licensing Renewal - Click the "Next" button in the bottom left of the screen to continue.

License For DSCH.08701

Welcome to Community Companion Home (CCH) Licensing Renewal

Welcome to Community Companion Home (CCH) Licensing Renewal

Thank you for your continued interest in Community Companion Home (CCH) Licensing. To complete this renewal application you must:

- Complete all questions within the application honestly.

Look for updates via your email account: You will be notified via email once your application has been successfully logged into our licensing system for review. If you are ready to proceed with your online registration, then please complete the following question(s) as directed.

To continue select "Next" below

Select "Previous" to move back

Select "Close and Save" if you wish to return at a later time

Previous Next Close and Save

6) Eligibility for renewal consent (will you comply?) – pick yes or no by clicking on the radio button. Then click "Next". (Asterisk \* marked fields are required.)

License For DSCH.08701

Welcome to Community Companion Home (CCH) Licensing Renewal

Consent (Renewal)

Consent (Renewal)

Fields marked with an asterisk \* are required.

1. Eligibility for renewal of your license is determined from the information contained in this application and other renewal materials. Information may need to be verified or more information may be required. Will you cooperate?

\*  Yes  No

Previous Next Close and Save



- The following are key pages that require additional instructions:
- Licensee Employment: You will click on the blue “Add” button.

License For DSCH.08701

Welcome to Community Companion Home (CCH) Licensing Renewal

Consent (Renewal)

Address Information-Mailing (Renewal)

Licensee Information (Renewal)

Licensee Employment (Renewal)

Licensee Employment (Renewal)

Licensee Employment (Renewal)

Fields marked with an asterisk \* are required.

6. Enter the applicants employment history information beginning with the current employer:  
Select "add" for each employment entry.

Action	Start Date	Occupation	Organization	End Date	Experience Type	ContactName	ContactPhone	Comments
*	12/05/2000	Loan Officer	Loans R US Bank		Other	Jerry Outback	(000) 000-0000	

Add

Previous Next

- Complete the Employer information. Click “OK” The window will close, and then click the “Next” button.

Add DDS- Employer Information

Enter the applicants employment history information beginning with the current employer:  
Select "add" for each employment entry.

Start date

12/05/2000 (MM/DD/YYYY) Today

Occupation

\* Loan Officer

Organization

\* Loans R US Bank

End Date

/ / (MM/DD/YYYY) Today

Experience Type

Other

ContactName

Jerry Outback

ContactPhone

(000) 000-0000

Comments

OK Cancel

➤ **Uploading documents:**

The screenshot shows a web interface for a license renewal. On the left is a navigation menu with options: Community Companion Home (CCH) Licensing Renewal, Consent (Renewal), and Address Information-Mailing (Renewal). The main content area is titled 'Supporting Documentation (Renewal)' and contains question 16: '16. If applicable, attach the completed Fire Marshal Inspection and Certificate. This document applies when the facility is a multiple family dwelling. Ensure that the certificate has been signed. The signed date cannot be over one year old.' Below the question, it says 'No document(s) uploaded for this question.' There is a text input field with a 'Browse...' button next to it. Below the input field, it lists 'File types accepted: bmp, doc, docx, fsd, htm, jpeg, jpg, mht, msg, pdf, png, rtf, tif, tiff, txt, vsd, xls, xlsx, xml' and an 'Upload Document' button.

- **Click on the Browse button...navigate to the document you need to upload. Once your screen has the document path similar to below – click the Upload Document button.**

This screenshot shows the same document upload interface as above, but with a file path entered in the text field: 'H:\My Documents\My Pictures\CAVU elicense logo.p'. The 'Browse...' button is highlighted with a red box. Below the input field, the 'File types accepted' list and the 'Upload Document' button are also highlighted with red boxes.

- **You can see that the document has been uploaded here.**

This screenshot shows the document upload interface with the file 'CAVU elicense logo.png' listed at the top, accompanied by a trash icon. A red arrow points from the text above to this file name. Below the file list, the 'Select a document to upload:' text, the empty text input field with the 'Browse...' button, the 'File types accepted' list, and the 'Upload Document' button are visible.

9) The final page for you to fill out is the Attestation page (Signature page). You will click on the radio button next to Yes or No then type your name in the field next to the red asterisk \*. Then click the next button.

License For DSCH.08701

Attestation (Renewal)

Fields marked with an asterisk \* are required.

17. By selecting Yes, I attest as licensee that the statements made to me on this application are complete and true to the best of my knowledge and belief and are made in good faith. I understand that if I knowingly make any misstatements of facts, I am subject to the non-renewal of my Community Companion Home license.

Yes  No

18. Enter the full name of individual attesting:

\*

19. If applicable, by entering my name below, I attest as co-licensee that the statements made to me on this application are complete and true to the best of my knowledge and belief and are made in good faith. I understand that if I knowingly make any misstatements of facts, I am subject to the non-renewal of my Community Companion Home license.

Previous Next Close and Save

10) Once you have completed all sections, review the information, and then click "Finish." You can print these pages at this time.

Review Print Review

Fees Total Fees: \$0.00

Welcome to Community Companion Home (CCH) Licensing Renewal

Thank you for your continued interest in Community Companion Home (CCH) Licensing. To complete this renewal application you must:

- Complete all questions within the application honestly.

Look for updates via your email account: You will be notified via email once your application has been successfully logged into our licensing system for review. If you are ready to proceed with your online registration, then please complete the following question(s) as directed.

To continue, select "Next" below

Select "Previous" to move back

Select "Close and Save" if you wish to return at a later time

Consent (Renewal)

1. Eligibility for renewal of your license is determined from the information contained in this application and other renewal materials. Information may need to be verified or more information may be required. Will you cooperate?

Yes

Address Information- Mailing (Renewal)

2. Enter, verify or edit the primary mailing address information: (If Applicable)

Address 1: 595 LOO LANE  
Address 2:  
City: TORRINGTON State: CT Zip Code: 06790 Country: UNITED STATES

18. Enter the full name of individual attesting:

CindyLu Who

19. If applicable, by entering my name below, I attest as co-licensee that the statements made to me on this application are complete and true to the best of my knowledge and belief and are made in good faith. I understand that if I knowingly make any misstatements of facts, I am subject to the non-renewal of my Community Companion Home license.

Question not answered

Previous Finish Close and Save

11) You can click the “Print Receipt” button to print the screen to show you have completed your renewal application.

Welcome, CINDYLU WHO    Logout    \$0.00 Checkout

ct.gov | STATE OF CONNECTICUT    HOME    ONLINE SERVICES ▾

### Payment Receipt

[Print Receipt](#)

State of Connecticut  
Online Enterprise eLicense Site

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Date: 4/13/2018

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CINDYLU WHO

**Transaction Complete.**  
Please print a copy for your records from the button above.

Description	Amount
Renewal - DSCH.08701	\$0.00

If at any time while completing the application you need to stop and come back to it just click the red “Close and Save” button. When you log back you will click on “Continue”.

### Renew a License

Please select which license you wish to renew from the following list.

#### Renewal [In Progress]

	Completed
Restart	
<a href="#">Continue</a>	3/10 (30%)

You will be brought back to the welcome page. Click “Next” until you come to the page where you left off.